



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL

(An Institute of National Importance under Ministry of Education, Govt. of India) Jagannathagattu, Kurnool-518008, Andhra Pradesh, INDIA

Advt. No. IIITDMK/ASD/contract. Rectt /1/2025-26

08-05-2025

Notification to conduct Walk-in Interview for the post of Office Assistant (on contract)

Indian Institute of Information Technology Design and Manufacturing Kurnool, an Institute of National Importance, under Ministry of Education, Government of India, wants to conduct a Walk-in Interview for the post of **Office Assistant (on contract)**. The required qualifications and other terms and conditions are specified below.

1	Name of Post	Office Assistant (on contract)
2	Number of Posts	01
3	Age limit	35 Years
4	Total Emoluments	Consolidated pay of Rs. 25,000/- per month
5	Tenure	11 months (may be extended based on the performance)

Essential Qualifications: Bachelor's degree (Preferably in Accounting/Finance/Commerce/related field).

Essential Experience: Minimum 1 year of experience as an accountant/related to project management, preferably in the Academic Bodies, with proficiency in handling MS-Office and Tally.

Job Description

- Book-keeping maintenance of data regarding Grants under sponsored projects and industrial consultancy.
- Reconciliation of bank statements
- Handling accounts, manpower, purchase and other activities related to Sponsored Projects and Industrial Consultancy
- Collection of Data and Reconciliation of data from various sections for Institute Ranking Purpose and other purposes
- Assistance in preparation of Financial Statements, Utilization certificate and Statement of Expenditure
- Any other work assigned by Controlling Officer.



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Date of Walk-in Interview	30-05-2025
Reporting Time	10:00 AM to 10:30 AM
Venue	Mini-Conference Hall, Second Floor, Admin Block, IITDM Kurnool.

General Information and Instructions:

1. Applications are invited from Indian nationals for the post of **Office Assistant (on contract)**.
2. The candidate should possess the degrees mentioned in the notification awarded by an Institute/University recognized by the Government/other Statutory Bodies.
3. Mere fulfilment of minimum qualifications and experience requirement does not entitle a candidate to get selected for the post .
4. The Institute reserves the right to set higher norms than the minimum while selecting, taking into account the specific requirements of the Institute. The decision of the Institute in all matters related to the selection process/ interview shall be final and no correspondence from the candidates will be entertained in this regard.
5. The candidate is responsible for the correctness of the information provided at the time of walk-in interview. If it is found at a later stage that any information provided by the candidate is incorrect/false, his/her appointment will be cancelled and further, the candidate will be made liable for criminal action.
6. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
7. No TA/DA will be paid for attending the walk-in interview.
8. This temporary post does not confer any right/claim for regularization/absorption at IITDM Kurnool.



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9. Candidates have to carry original documents in support of all the required educational qualifications, experience and other claims etc. together with a set of self-attested copies of all the documents, at the time of interview.
10. Candidates are required to go through the details of qualifications, experience, and instructions specified in this notification. They should satisfy themselves, before attending the interview that they possess the minimum essential qualifications, experience etc. as laid down in the Notification.
11. The details of the selected candidate will be displayed on the website of the Institute. No individual communications will be sent. Candidates are advised to visit the Institute website regularly.
12. For any updates regarding the notification, candidates may visit our official website time to time.

Sd/-
Registrar,
IIITDM Kurnool